



OREA USE ONLY		TYPE	REMIT
TTL RCD	APP RVW	<input type="checkbox"/>	CC
EXAM	FP	<input type="checkbox"/>	MO
OVERPAY		<input type="checkbox"/>	PO

## INITIAL APPLICATION

*Read All Directions Prior to Completing This Application*

### PART A

1. Application Level (mark only one box)							
<input type="checkbox"/> Trainee License		<input type="checkbox"/> Residential License		<input type="checkbox"/> Certified Residential		<input type="checkbox"/> Certified General	
2. Name							
Last				First		Middle	
3. Sex		4. Height		5. Weight		6. Eye Color	
<input type="checkbox"/> Male <input type="checkbox"/> Female							
7. Hair Color		8. Birthdate					
9. Drivers License Number		10. Social Security Number		11. Additional Social Security Numbers			
12. Business Name and Address of Record (Do <u>not</u> list a P.O. Box, Rural Route or Star Route)							
Name of Business				Number, Street and Suite Number			
City		County		State		Zip Code	
13. Mailing Address							
Number, Street and Suite Number							
City		County		State		Zip Code	
14. Physical Home Address (Do <u>not</u> list a P.O. Box, Rural Route or Star Route)							
Number, Street and Suite Number							
City		County		State		Zip Code	
15. Business Telephone Number				16. Home Telephone Number			
( )				( )			
17. Color Photo		18. Please Answer the Following Questions					

**Important - please note:**

1. Please **SIGN** (across the bottom) **two** 2" x 2" color photos of passport quality

2. Paste one **HERE**

3. Paperclip the other to the front of this document

- A. Have you previously submitted an application to OREA?  
No ☐ Yes ☐
- B. Do you currently or have you previously held a California Real Estate Appraisers license?  
No ☐ Yes ☐ License Number: \_\_\_\_\_
- C. Do you currently or have you previously held a Real Estate Appraisers license in another state?  
No ☐ Yes ☐ State: \_\_\_\_\_  
License Number: \_\_\_\_\_
- If yes, an out of state letter of license history must be forwarded. Please indicate if the request has been made. No ☐ Yes ☐

FOR OREA USE ONLY

Comments:

Prints: Y N N/A F/L Y N N/A  
Initial App: Y N N/A Resolved Y N N/A  
BI Complete: Y N N/A F/U Y N N/A  
Resolved Y N N/A

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**INITIAL REQ MET** ☐

## **PART B-APPLICANT BACKGROUND INFORMATION**

### **INSTRUCTIONS**

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY WRITING "YES" OR "NO", WHICHEVER IS TRUE, AFTER EACH QUESTION.
- ALL "YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH.
- FAILURE TO ANSWER ALL QUESTIONS OR FAILURE TO ANSWER ANY QUESTION TRUTHFULLY MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION.
- PROVIDING FALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION.

1. Have you ever used or been known by any name other than, or in addition to, the name listed on the reverse side of this application? If yes, list all such other names.

Applicant's answer \_\_\_\_\_

2. Have you resided outside the State of California at any time during the past 5 years? If yes, list all addresses at which you resided outside of California during this period.

Applicant's answer \_\_\_\_\_

3. Have you ever been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of conviction. For purposes of this question, a minor traffic offense is one for which the maximum fine which could have been imposed is \$100 or less.

To expedite review of your application, please attach a copy of the police report and a certified copy of the the court docket, complaint and judgement showing the final disposition (sentence) of the case.

NOTE: Termination of probation and dismissal of the matter pursuant to Penal Code Section 1203.4 does not relieve you of the requirement to disclose any conviction when applying for a license issued by the Office of Real Estate Appraisers.

Applicant's answer \_\_\_\_\_

4. Are you now or have you ever been placed on probation or parole on terms which restricted or limited your contact or dealings with any financial or real estate related activity or business or otherwise restricted your acting in a fiduciary capacity?

To expedite review of your application, please attach a certified copy of the court records, including the complaint, complete docket, judgement and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records.

Applicant's answer \_\_\_\_\_

5. Have you ever been prohibited from participating in the affairs of any insured depository institution pursuant to Section 19(a) of the Federal Deposit Insurance Act?

Applicant's answer \_\_\_\_\_

6. Do you presently have criminal charges pending before any court of law? If so, please specify the court in which the matter is pending, the case number and charges and submit a copy of the police report, and a certified copy of the complaint and docket.

Applicants's answer \_\_\_\_\_

7. Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify the license held, the license number and the issuing agency.

Applicant's answer \_\_\_\_\_

8. Have you ever been disciplined or had a penalty imposed by any governmental agency, including OREA, with respect to your activities as a licensee of that agency? Attach a copy of the police report(s) and/or investigating agency records.

Applicant's answer \_\_\_\_\_

**APPLICANT DECLARATION**

I, \_\_\_\_\_ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ (city or county)  
\_\_\_\_\_ (state).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

**MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA**

**READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE INITIAL APPLICATION**

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- All applicants not currently licensed by the Office of Real Estate Appraisers are required to submit two completed and signed fingerprint cards (*BID 7*).
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- All out-of-state addresses require a completed and notarized *Consent to Service of Process* (REA 3006).
- Answer all questions on this application and sign and date page three of this application prior to submittal.
- If you have any questions, please write to the address listed below or call (916) 263-0722.
- Mail completed application, necessary fees and qualifying documentation to:

**OFFICE OF REAL ESTATE APPRAISERS**  
**1755 Creekside Oaks Drive, Suite 190**  
**Sacramento, CA 95833**

**FEES**

Application Review	\$150
Background Investigation	<u>\$ 70</u>
Total Initial Fees	\$220

- Examination fees are paid directly to the examination test center at the time of the examination.
- An *Application for Issuance of License* (REA 3008) and license issuance fees are required after successfully passing the examination.

**INSTRUCTIONS-PART A**

**1. APPLICATION LEVEL**--Mark the box for the level for which you wish to apply or upgrade. Mark one box only.

**Trainee License**--Requires an *Education Attachment* (REA 3002) and documentation supporting 90 hours of education.

**Residential License**--Requires an *Education Attachment* (REA 3002) and documentation supporting 90 hours of education. In addition, an *Experience Log* (REA 3004) and *Experience Log Summary* (REA 3003), supporting 2000 hours appraisal experience, are required.

**Certified Residential**--Requires an *Education Attachment* (REA 3002) and documentation supporting 120 hours of education. In addition, an *Experience Log* (REA 3004) and *Experience Log Summary* (REA 3003) supporting 2500 hours and 2 1/2 years appraisal experience, are required.

**Certified General**--Requires an *Education Attachment* (REA 3002) and documentation supporting 180 hours of education. In addition, an *Experience Log* (REA 3004) and *Experience Log Summary* (REA 3003), supporting 2 1/2 years and 3000 hours of experience, of which 1500 hours must be non-residential experience, are required.

**NOTE:** Education for all levels must include 15 hours on the Uniform Standards of Professional Appraisal Practice (USPAP).

**2. NAME**--Your legal name.

**3. SEX**--Mark the appropriate box.

**4. HEIGHT**--Your height in feet and inches. Example: 5'8"

**5. WEIGHT**--Your weight in pounds. Example: 130 lbs.

**6. EYE COLOR**-- Do not abbreviate.

**7. HAIR COLOR**-- Do not abbreviate.

**8. BIRTHDATE**--Your date of birth (mm/dd/yy).

**9. DRIVER'S LICENSE NUMBER**--Your driver's license number, including the issuing state.

**10. SOCIAL SECURITY NUMBER**--Your social security number is mandatory. OREA cannot issue licenses without a social security number issued by the U. S. Social Security Administration (Business and Professions Code Section 11340).

***READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE INITIAL APPLICATION***

**11. ADDITIONAL SOCIAL SECURITY NUMBERS--**All additional social security numbers issued for any reason.

**12. BUSINESS NAME AND ADDRESS OF RECORD--**The name of your business or employer name. Your physical business address of record is mandatory information. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). If a business address is not available your physical residence address may be provided. Please Note: The information required is public record.

**13. MAILING ADDRESS--**Your mailing address, if it is different from your business address. The information required is public record.

**14. PHYSICAL HOME ADDRESS--**The physical location of your home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available indicate the physical location (i.e., the nearest intersection and distance from it).

**15. BUSINESS TELEPHONE NUMBER--**Your business telephone number. The information required is public record.

**16. HOME TELEPHONE NUMBER--**Your home telephone number.

**17. COLOR PHOTO--**Two color 2" x 2" photos of passport quality, of your head and shoulders only, are required. Paste one on the space provided. Paperclip the other to page one of this application. Sign and date both photos in ink across the lower portion of the photo. The photos must have been taken within the last 60 days.

**QUESTION 18.**

**A.** Mark "yes" if you have previously submitted an application to OREA.

**B.** If you currently or have previously held a California Real Estate Appraisers license, mark "yes" and provide the license number in the space provided.

**C.** If you currently or have previously held a real estate appraisers license in another state mark "yes". Write the license number, expiration date and the state it was issued in on the space provided.

Applicants who submit a letter of license history, not more than 30 days old, which shows current license status in good standing in another state, and have not been found to be out of compliance with federal requirements, are not required to take an examination in California provided the level for which they are applying is equivalent to the license level noted in the letter of license history.